

**Chaffey College**

**Human Resources**



**PART-TIME FACULTY POOL,**

**GUIDANCE INSTRUCTOR**

**I. GENERAL INFORMATION**

Chaffey College is seeking applicants for part-time Guidance instructors. All applicants are expected to meet the California State Community College Minimum Qualifications for Counselors (below). Meeting the minimum qualifications does not guarantee employment or an interview. Positions are anticipated to be at the Chino, Fontana, and/or Rancho Campuses.

**II. MINIMUM QUALIFICATIONS**

* Master’s in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, **OR**
* The equivalent; **AND**
* Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

(NOTE: A Bachelor’s degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)

*\* This is a paraphrased version of title 5, §53410.1. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.*

**III. DESIRABLE QUALIFICATIONS**

* One (1) year of full-time or two (2) years of part-time successful community college counseling or related experience;
* Experience working with both traditional and non-traditional college students;
* Knowledge of California Community Colleges matriculation processes;
* Knowledge of and ability to connect students with on/off campus resources to assist them in their college life management;
* Experience with instructional design or online course management system, such as Canvas;
* Knowledge of career planning, college success and goal-setting strategies;
* Instructional experience teaching career and/or college success courses.

1. **APPLICATION PROCEDURE**

Applications are accepted on a continuous basis until the opportunity is filled or until otherwise indicated on the CCC Registry listing. In order to be considered for a part-time teaching opportunity at Chaffey College, you must submit all of the following documents through the CCC Registry website:

1. CCC Registry online application
2. Resume/curriculum vitae
3. Unofficial Transcripts are required immediately upon consideration for a teaching assignment, and official transcripts are required within 30 days of employment.

Once your application, resume, and transcripts are submitted through CCC Registry's website, your information will be available for review by the District's designated personnel for potential part-time counseling opportunities within the discipline. If you are identified as a potential candidate, you may be contacted by a District representative.

**V. CONDITIONS OF EMPLOYMENT**

Part-time faculty compensation is commensurate with education and District teaching experience according to the lecture, lab, or non-instructional rate schedules.

Upon conditional job offer, applicant must provide the District proof of full COVID-19 vaccination and submit to and pass a background check as a prerequisite to being hired.

Being able and ready to work onsite at a Chaffey facility or location is an essential function of this job. Being able and ready to work in-person with Chaffey students, Chaffey employees, or other members of the Chaffey community/Chaffey partners/Chaffey contractors is an essential function of this job.

**VI. ADDITIONAL INFORMATION OR ASSISTANCE**

If you have any questions related to the qualifications or application process, please call the Chaffey College Office of Human Resources at (909) 652-6525 or (909) 652-6526.

If you have questions related to CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly.